

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Burien, Washington, for:

Animal Control Services

at the office of the City Manager, Burien City Hall, 400 SW 152nd Street, Suite 300, Burien, WA 98166 by 3:00 p.m., Friday, May 14, 2010.

The City of Burien is seeking proposals from individuals or organizations interested in providing animal control services within the City. This is a new program for the City and the successful party will play a significant role in developing the program as well as executing its functions. The budget for this contract is not to exceed \$120,000 annually. Contract length is anticipated to be not less than three years. The city welcomes and strongly encourages city residents or business owners to submit proposals.

The successful party or organization will provide an array of services normally associated with animal care and control. The contractor may perform all or some of these services and cause others to be performed by another party via sub-contract or some other arrangement.

The City is committed to the humane treatment of all animals. Individuals or organizations interested in performing this role must hold the same commitment and reflect that commitment in their proposal. Any consultant providing services under this contract shall comply with all federal, state, county and city codes or regulations applicable to such work.

Detailed information, including general terms & conditions, requested services, and requirements, is available at Burien City Hall, 400 SW 152nd Street, Suite 300, Burien, WA 98166, or by calling (206) 439-3165.

The City of Burien reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals ("RFP") does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a quotation. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

City of Burien is an Equal Opportunity and Affirmative Action Employer.

Dated this 27th day of April, 2010.

Published in the Seattle Times, April 30, 2010.

City of Burien, Washington

Request for Proposals

Animal Control Services

1. Scope of Work

The City of Burien is seeking proposals from individuals or organizations interested in providing animal control services within the City. This is a new program for the City and the successful party will play a significant role in developing the program as well as executing its functions.

The program involves providing services, either directly or indirectly generally described in Chapter 6.05 of the Burien Municipal Code. Significantly, these include;

Field Services:

- » Responding to field service calls involving stray, dead or injured domestic animals
- » Responding with appropriate law enforcement personnel to dangerous animal complaints

Sheltering:

- » Providing basic, minimum care/treatment for sick and/or injured animals
- » Providing euthanasia services
- » Providing sheltering services for impounded animals, including dogs that have been declared to be a "Dangerous Dog"
- » Providing quarantine facility and care for animals that have bitten and broken the skin of a human
- » Promoting responsible animal stewardship
- » Promoting animal adoption

It is acceptable for a contractor to perform all or some of these services and cause others to be performed by another party via sub-contract or some other arrangement. Any consultant providing services under this contract shall comply with all federal, state, county and city codes or regulations applicable to such work.

2. Budget and Length of Contract

This contract has a not-to-exceed amount of \$120,000 annually, to be paid in monthly installments. The length of the contract is July 1, 2010 to July 1, 2013.

3. Consultant Knowledge, Skills and Abilities

- Demonstrated commitment to the humane treatment of animals.
- Demonstrated experience in managing and working with animals.
- Ability to provide the services generally described above, or to subcontract those services.
- Ability to work with the public in sensitive situations.
- Ability to provide on-call emergency services, as required.

4. Submittal Requirements

- A brief letter of interest.
- Outlined approach to the program, including a description of the way services will be provided (either directly, through sub-contract or other).
- Location and description of facility or facilities
- Anticipated hours of availability to respond to field service calls
- Statement of qualifications and relevant experience of individual(s) who will be involved in the project.
- Ability to meet City's insurance requirement for minimum amounts of insurance; Commercial General Liability no less than \$1,000,000 for each occurrence, \$2,000,000 general aggregate and \$1,000,000 per accident automobile liability.
- Contact information for recent references.

Please submit 3 copies.

5. Deliver Proposals to:

All submittals must be received by the City of Burien on or before 3:00 p.m. on Friday, May 14, 2010, addressed to:

Jenn Ramirez Robson
City of Burien
400 SW 152nd St., Suite 300
Burien, WA 98166

Or by E-mail to: JenniferR@burienwa.gov

6. Selection Schedule:

RFP Release Date	Tuesday, April 27, 2010
Submittals Due	Friday, May 14, 2010 by 3:00 p.m.
Tentative Interview of Finalists	June 1-3, 2010
Tentative Contract Start Date	July 1, 2010

7. Selection Process

- A selection committee will review all proposals, select finalists for interviews and make the final selection.
- The City reserves the right not to award any portion or all of the project if it finds that none of the proposals submitted will meet the specific needs of the project.
- Prior to the commencement of work, the selected consultant will be required to sign a professional services contract with the City.
- The City is not responsible for any costs incurred by the consultant in preparation of the proposal. Once submitted to the City, all proposals will become public information.